

DRAFT
OEG/LSH/amm
14 June 1955

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Office Regulation R5-00

SUBJECT: The ORR Diary

1. The ORR Diary reports important transactions of ORR people with other CIA Offices, other U.S. Agencies, and non-Government activities. It is written for the information of ORR units, the AD/RR, the DD/I, and other CIA units having a legitimate interest in ORR activities. It should indicate both the general nature of ORR contacts and the extent of demands on our time by support duties of a consultative or conference nature.

2. a. Selection of items to be included is a responsibility of division chiefs and equivalent officers. In general, reports on the following extra-ORR activities are desired:

(1) Contacts on official ORR business with non-Government people and with Government units other than IAC organizations, MIS contributors, EIC members and associates, and mapping and military geographic research agencies.

(2) Contacts with Agency operating officials or their seniors and with other Government officers of equivalent or higher rank on matters relating directly to ORR activities.

(3) Agency and extra-Agency "opposite number" contacts that result in evidence of substantive coordination, promising developments in ORR activities with other units, or expenditure of more than two hours of an individual's time.

(4) Participation in interagency committee and subcommittee meetings (to be reported by the senior ORR officer in attendance).

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(5) Completed official travel, indicating general purpose.

(6) Announcement of important events scheduled for the immediate future, scheduled absences of OAD/RR Staff, Area, and Division Chiefs, and special meetings of general interest.

b. Excepted from the above reporting are the routine day-to-day contacts required for recognized intra-agency and interagency coordination by ORR components responsible for these functions, such as the interim activities of the EIC Secretariat, the substantive conferences by D/B officers with NIS contributors, the routine coordination by St/I officers, and the administrative contacts of St/A officers.

c. St/I is responsible for announcing and reporting on important briefings and debriefings, and the SA/RR for announcing and reporting activities of foreign visitors and appropriate announcements concerning Foreign Liaison Officers.

d. Particular emphasis should be placed on reporting contacts with offices of this and other agencies which may have a bearing on future ORR policy or changes in coordinating procedures.

3. Individual issues of the ORR Diary are classified SECRET. Activities of higher classification should not be omitted, however, but rather should be so sanitized as to permit entry. By instruction of the DD/I, any binder containing 7 or more consecutive issues of the ORR Diary is to be classified TOP SECRET.

4. Division contributions are due by 1000 of each working day to OAD. Where classification permits, telephone may be used, calling extension 4337. Every effort will be made in OAD to have the Diary ready for distribution by 1300 each day.

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